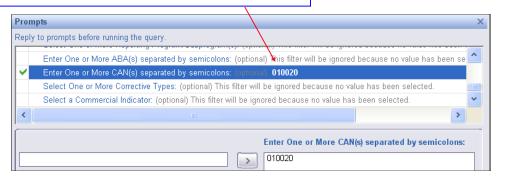**CIR COLLECTIONS INFORMATION REPOSITORY**
BUREAU OF THE FISCAL SERVICE

When your agency begins to accept PayPal transactions, you can locate these transactions within your existing reports as well as creating reports of only PayPal transactions. Begin with the Voucher Report and navigate to more detailed reports from there.
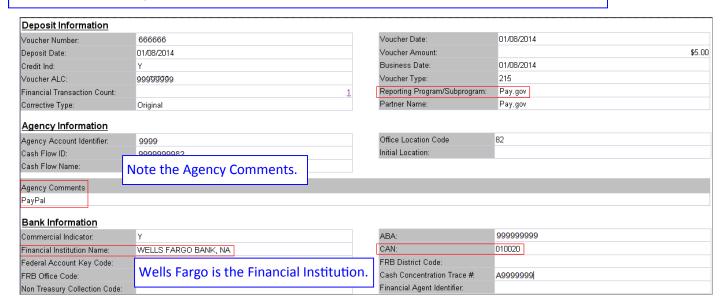
1. Run the Voucher Report for the time period you are working with.

Vouchers

Voucher Number	Voucher Date	Crd Ind	Voucher Amount	Voucher Type	Voucher ALC	CAN	ABA	Deposit Date	Business Date	Reporting Program/Subprogram	Fin Trans Count
111111	01/06/2014	N								Card Acquiring Service	1
222222	01/08/2014	Y								OTCnet:E-Check Deposit	440
333333	01/08/2014	Y	$5,250.00	215	99999999	000367	041036046	01/08/2014	01/08/2014	Pay.gov	1
444444	01/08/2014	Y	$60.00	215	99999999	000367	041036046	01/08/2014	01/08/2014	Pay.gov	2
555555	01/08/2014	Y	$248.00	215	99999999	000367	041036046	01/08/2014	01/08/2014	Pay.gov	9
666666	01/08/2014	Y	$5.00	215	99999999	010020	121000248	01/08/2014	01/08/2014	Pay.gov	1
777777	01/07/2014	Y	$57,776.18	215	99999999	006224	042000314	01/08/2014	01/08/2014	Pay.gov	31
888888	01/07/2014	Y	$7,206.50	215	99999999	006077	111000012	01/07/2014	01/08/2014	OTCnet:Bank Deposit	0

PayPal vouchers are reported by Pay.gov with a CAN of 010020.

2. Also, you can run the Voucher Report and specify only CAN 010020.

Prompts
Reply to prompts before running the query.

- Enter One or More ABA(s) separated by semicolons: (optional) This filter will be ignored because no value has been se...
- ✓ Enter One or More CAN(s) separated by semicolons: (optional) **010020**
- Select One or More Corrective Types: (optional) This filter will be ignored because no value has been selected.
- Select a Commercial Indicator: (optional) This filter will be ignored because no value has been selected.

Enter One or More CAN(s) separated by semicolons:
[ ] > 010020

3. On the Voucher Report, click the Voucher Number to see more details about the voucher itself.

Deposit Information

Voucher Number:	666666	Voucher Date:	01/08/2014
Deposit Date:	01/08/2014	Voucher Amount:	$5.00
Credit Ind:	Y	Business Date:	01/08/2014
Voucher ALC:	99999999	Voucher Type:	215
Financial Transaction Count:	1	Reporting Program/Subprogram:	Pay.gov
Corrective Type:	Original	Partner Name:	Pay.gov

Agency Information

Agency Account Identifier:	9999	Office Location Code	82
Cash Flow ID:	0000000082	Initial Location:	
Cash Flow Name:			

Note the Agency Comments.

Agency Comments
PayPal

Bank Information

Commercial Indicator:	Y	ABA:	999999999
Financial Institution Name:	WELLS FARGO BANK, NA	CAN:	010020
Federal Account Key Code:		FRB District Code:	
FRB Office Code:		Cash Concentration Trace #:	A9999999
Non Treasury Collection Code:		Financial Agent Identifier:	

Wells Fargo is the Financial Institution.

The Financial Transaction Summary Report and the Financial Transaction Download Report allow you to filter for PayPal transactions without having to run the Voucher Report first.

1. Double-click the title of the Financial Transaction Summary Report v2 or the Financial Transaction Download Report.
2. Specify the filters you want to work with in order to receive PayPal transactions.

Prompts

Prompts Summary

✓	* Select a Business Date Period: **2. Previous Business Day**
✓	* Select One or More ALCs, All for all ALCs or Members of an ALC Group: **All**
✓	* Select an ALC Group or Individual ALCs: **Individual ALCs**
✓	Select One or More Financial Transaction Statuses: **Settled**
✓	Select a Starting Business Date (M/d/yyyy): This filter will be ignored because no value has been selected.
✓	Select an Ending Business Date (M/d/yyyy): This filter will be ignored because no value has been selected.
✓	Select a Starting Channel Receipt Date (M/d/yyyy): This filter will be ignored because no value has been selected.
✓	Select an Ending Channel Receipt Date (M/d/yyyy): This filter will be ignored because no value has been selected.
✓	Select a Starting Deposit Date (M/d/yyyy): This filter will be ignored because no value has been selected.
✓	Select an Ending Deposit Date (M/d/yyyy): This filter will be ignored because no value has been selected.
✓	Select an Ending Voucher Date (M/d/yyyy): This filter will be ignored because no value has been selected.
✓	Select a Starting Voucher Date (M/d/yyyy): This filter will be ignored because no value has been selected.
✓	Enter a Voucher Number or a partial Voucher Number with a wildcard (i.e., 1234%): This filter will be ignored because no value has been sele
✓	Enter a Starting Amount: This filter will be ignored because no value has been selected.
✓	Enter an Ending Amount: This filter will be ignored because no value has been selected.
✓	Select a Credit Ind: This filter will be ignored because no value has been selected
✓	Select One or More Reporting Program/Subprogram(s): This filt... [For PayPal, this value is Pay.gov:Hosted Form (web); Pay.gov:Hosted Bill (web); Collection Control Panel; PayPal Resolution Center]
✓	Enter One or More Agency Account ID(s) separated by semicolons: This filter will be ignored because no value has been selected
✓	Enter One or More Cash Flow ID(s) separated by semicolons: This filter will be ignored because no value has been selected.
✓	Enter a Cash Flow Name or a partial Cash Flow Name with a wildcard (i.e., abcd%): This filter will be ignored because no value has been sele
✓	Select One or More CAN(s): This filt [For PayPal, this value is 010020] e has been selected.
✓	Select One or More Financial Transaction Types: This filter will be ignored because no value has been selected.
✓	Enter One or More Financial Transaction Code(s) separated by semicolons: This filter will be ignored because no value has been selected.
✓	Select One or More Payer Type(s): This filter will be ignored because no value has been selected.
✓	Select One or More Settlement Mechanism(s): This filter wil [For PayPal, this value is Other] has been selected.
✓	Enter a Source Financial Transaction ID or a partial Source Financial Transaction ID with a wildcard (i.e., 1234%): This filter will be ignored b
✓	Enter a Source Settlement Transaction ID or a partial S [For PayPal, this value is the PayPal Transaction ID] (i.e., 1234%): This filter will be ignor
✓	Enter One or More Initial Location separated by semicolons: This filter will be ignored because no value has been selected.

The Financial Transaction Summary Report displays the Reporting Program / Subprogram and the Settlement Mechanism.

Report Summary

Total Credit Amount	Total Debit Amount	Total Net Amount	Total Credit Count	Total Debit Count	Total Transaction Count

Group Details

Voucher Number		Agency Account ID		Reporting Program/Subprogram	ex: **Pay.gov:Hosted Form (Web)**
Voucher Date		Cash Flow ID		# of Fin Trans	
Deposit Date		Cash Flow Name		Credit Ind	
Business Date		Fin Trans Status		Total Group Amount	N/A
ALC		Fin Trans Type			

Financial Transactions

Source Financial Transaction ID	Business Trans Group ID	Crd Ind	Fin Trans Amt	Channel Receipt Date	Setl Mech **Other**	Payer Name	Agency Transaction ID

The Financial Transaction Detail Report and the Financial Transaction Download Report display:
- Source Business Transaction ID (Pay.gov Tracking ID)
- Reporting Program / Subprogram
- CAN
- Agency Transaction ID (Agency Tracking ID)
- Source Settlement Transaction ID (PayPal Transaction ID)
- Settlement Mechanism

Business Information

Source Business Transaction ID	ex: **25DS9N99** *<Pay.gov Tracking ID>*	Business Date	
Business Transaction Group ID		Bill Date	
Reporting Program/Subprogram	ex: **Pay.gov:Hosted Form (Web)**	Initiation Date	
Processing Program/Subprogram		Channel Receipt Date	
ALC		Voucher Date	
Voucher Number		Deposit Date	
Voucher Type		Cash Flow ID	
CAN	**010020**	Cash Flow Name	
Agency Account ID		Processing Site ID	
Initial Location		RTN	
Office Location Code		Reporter Identifier	
Agency Transaction ID	ex: **74559999999** *<Agency Tracking ID>*	Non Treasury Collection Code	

Financial Transaction Details

Source Financial Transaction ID		Amount	
Source Settlement Transaction ID	ex: **7J0399900N9999999**	Credit Ind	
Transaction Type	*<PayPal Transaction ID>*	Settlement Mechanism	**Other**
Transaction Status		Receipt Mechanism	
Payment Medium Type		Financial Transaction Code	
Transaction Type Code		Channel Batch ID	
Agent Trace ID		Recurring Indicator	
Installment Number		Recurring Frequency	
Total Installment Count			